

PHASE 2 AND PHASE 3 COURSE SELECTION

Open phase 2 from November 18th at 8:00 a.m to 19th December 23:30 p.m (both Spanish time zone)

The application will reopen to add and drop courses from 9th January at 16:00 p.m. until 24th January at 23:30 p.m. (both Spanish time zone).



GO TO THE APPLICATION

Enter in the application through the following link:

<http://www.comillas.edu/intercambio/entrante>

You must use your credentials. It is important to use Microsoft Edge or Google Chrome as other browsers may cause issues.



Iniciar sesión

Iniciar sesión

[Autenticación multifactor Azure](#)

PHASE 2 – COURSE SELECTION

[Home](#) / [Entrante](#) / [202409497] Olga Jiménez

Datos del intercambio

Facultad:

País:

Facultad de Ciencias Humanas y Sociales

Francia

Departamento:

Universidad:

General FCHS

Université Jean Moulin (Lyon III)

Programa:

Periodo:

Erasmus OMS

Primer semestre

Enviar

Info

Modificar

Aceptado

1

Datos personales y de contacto en su país

Desde 18/02/2024 17:08 hasta 13/09/2024 23:00

Modificar datos personales y de contacto en su país

Descargar/Imprimir documento de la Fase I

Fotocopia del pasaporte



Cambiar fotografía

2

Selección de asignaturas

Desde 07/07/2024 08:00 hasta 18/08/2024 23:00

Seleccionar / Modificar asignaturas

Descargar/Imprimir documento de la Fase II

Ver horario

Notificaciones

No hay notificaciones para esta fase.

Documentos

No hay notificaciones para esta fase.

3

Datos de contacto en España y datos del Seguro Médico

Desde 18/02/2024 17:08 hasta 13/09/2024 23:00

Modificar datos de contacto en España

Modificar datos del seguro médico

Documento del Seguro Médico

Notificaciones

No hay notificaciones para esta fase.

Documentos

No hay notificaciones para esta fase.

You must complete Phase 1 to be eligible for Phase 2. In each phase we have uploaded documentation that you may find useful and that you can download.

PHASE 2 – COURSE SELECTION

🏠 / 📧 Entrante / [202409497] Olga Jiménez

Datos del intercambio


Facultad: Facultad de Ciencias Humanas y Sociales
País: Francia

Departamento: General FCHS
Universidad: Université Jean Moulin (Lyon III)

Programa: Erasmus OMS
Período: Primer semestre

✉️ ⓘ ✎ Modificar **✅ Aceptado** ❌

1 Datos personales y de contacto en su país
Desde 18/02/2024 17:08 hasta 13/09/2024 23:00

[Modificar datos personales y de contacto en su país](#)
[Descargar/Imprimir documento de la Fase I](#)
[Fotocopia del pasaporte](#)

[Cambiar fotografía](#)

2 Selección de asignaturas
Desde 07/07/2024 08:00 hasta 18/08/2024 23:00

[Seleccionar / Modificar asignaturas](#)
[Descargar/Imprimir documento de la Fase II](#)
[Ver horario](#)
Notificaciones
No hay notificaciones para esta fase.
Documentos
No hay notificaciones para esta fase.

3 Datos de contacto en España y datos del Seguro Médico
Desde 18/02/2024 17:08 hasta 13/09/2024 23:00

[Modificar datos de contacto en España](#)
[Modificar datos del seguro médico](#)
[Documento del Seguro Médico](#)
Notificaciones
No hay notificaciones para esta fase.
Documentos
No hay notificaciones para esta fase.

Once you have complete Phase 1 you will see that your application has been accepted and you can continue with Phase 2

COURSE: “SPANISH AS A FOREIGN LANGUAGE (6ECTS)” “ESPAÑOL LENGUA EXTRANJERA (6 CRÉDITOS)”

In order to take this course, it is mandatory to take an on-line test to determine your level of Spanish Language proficiency prior to enrollment. We have already sent you the instructions of how to do the Spanish test online and **it will be closed on DECEMBER 19th**. In the previous days before the semester starts, you will receive the result of the Spanish test with the level assigned and group to you by email. Once Phase 2 (course selection) opens, **this course will be automatically added to your application (within your proposal of courses for enrollment) without the need for you to select it.** You should check that the Spanish course with the level assigned to you is added to your application before your final enrollment.

With this course you have three options:

- Option 1 - leave the course in your application and you will receive credits for this course on your transcript.
- Option 2 - you take the course but do not receive credit, it will not appear on your transcript. In this case you have to delete it from your application so it will not appear on your transcript.
- Option 3 - you do not take the course. You will need to delete the course from your application.

TYPE OF COURSES

- FULL YEAR STUDENTS – You can choose annual or semester-long classes. The annual courses are for the whole academic year. Students therefore cannot drop the course in their second semester or add an annual course in the second semester
- SEMESTER STUDENTS – If you're only coming for a semester, you can only select semester courses.
- **The first semester classes begin on September 2nd and finish on December 20th. The second semester classes begin on January 13th and finish on May 21st.**

1st & 2nd Sem – the same course is taught in both semesters

SEM elective – may be available in the first sem. or in the second sem.

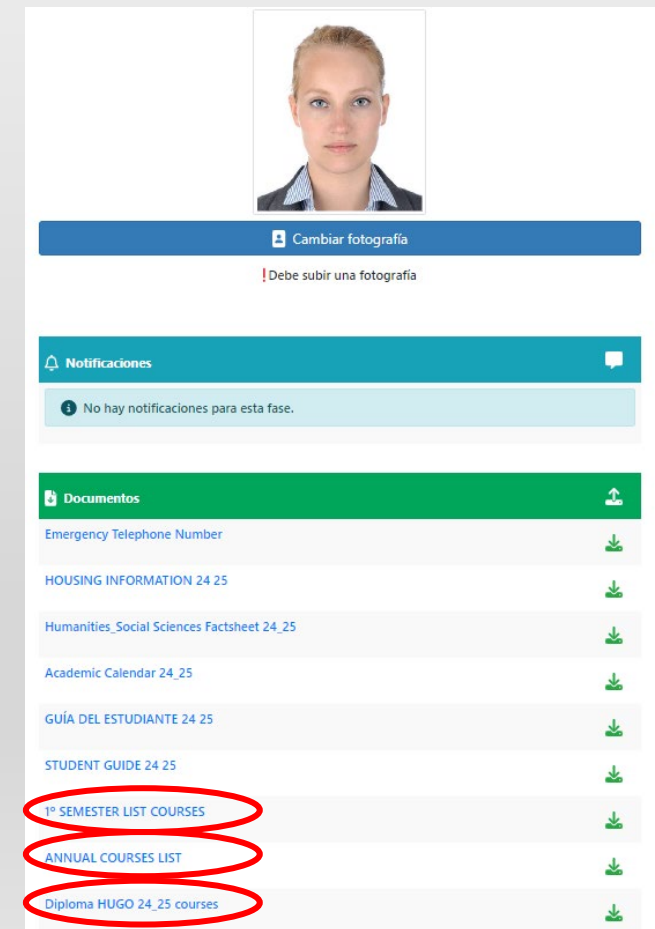
Annual - course that has a duration of a complete academic year.

We have two types of courses. You can download the list of courses available

in your step 1:

TYPE 1 - COURSES THAT BELONG TO THE DIPLOMA HUGO

TYPE 2 – GENERAL UNDERGRADUATE COURSES

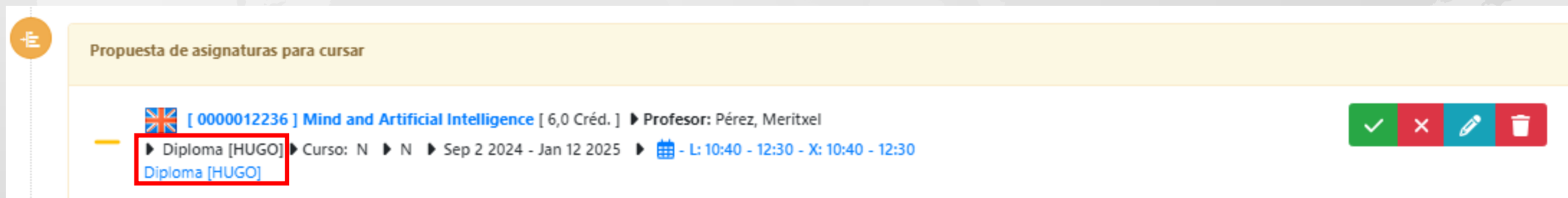


TWO TYPES OF COURSES:

TYPE 1 - COURSES THAT BELONG TO THE DIPLOMA HUGO:

The diploma HUGO courses (6 ECTS each) have a special regime. These courses will start on **January 13th and end on April 30th**. (including classes and exams). The rest of the courses that do not belong to the diploma and are degree courses with Spanish students will start on **January 13th and end on May 21st**. (including classes and exams).

The courses that belong to the diploma HUGO can be found in this link: [HUGO](#)



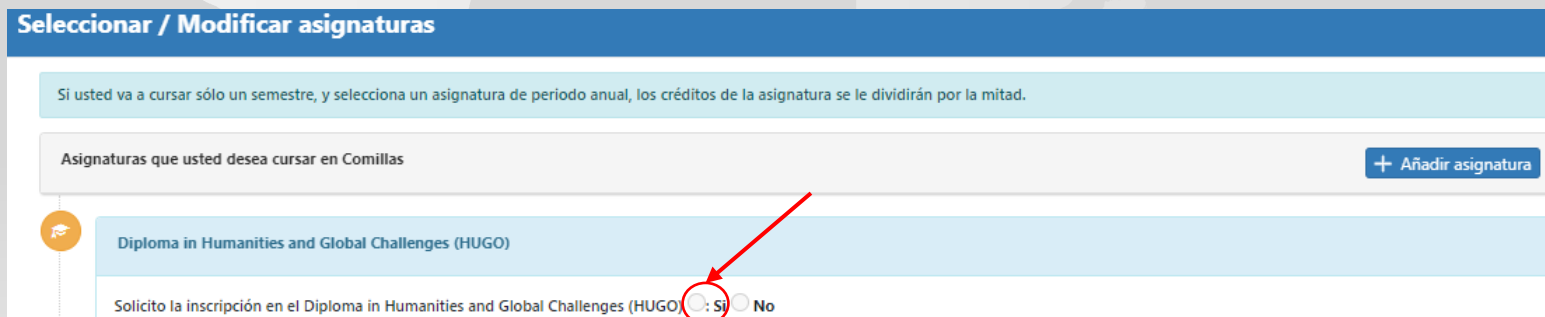
Propuesta de asignaturas para cursar

[0000012236] Mind and Artificial Intelligence [6,0 Créd.] ▶ Profesor: Pérez, Meritxel

▶ Diploma [HUGO] ▶ Curso: N ▶ N ▶ Sep 2 2024 - Jan 12 2025 ▶ - L: 10:40 - 12:30 - X: 10:40 - 12:30

Diploma [HUGO]

If you take 4 HUGO (24 ECTS) diploma courses, you can obtain this diploma. For this, it is important that, if you take at least these 24 ECTS, you indicate in your "Select/Change Courses" section the option YES to "Solicitar la inscripción" in the DIPLOMA". The "Spanish as a foreign language" course is also part of this diploma and is worth 6 ECTS.



Seleccionar / Modificar asignaturas

Si usted va a cursar sólo un semestre, y selecciona un asignatura de periodo anual, los créditos de la asignatura se le dividirán por la mitad.

Asignaturas que usted desea cursar en Comillas + Añadir asignatura

Diploma in Humanities and Global Challenges (HUGO)













Solicito la inscripción en el Diploma in Humanities and Global Challenges (HUGO) ☒ Sí ☐ No

TWO TYPES OF COURSES:

TYPE 2 – GENERAL UNDERGRADUATE COURSES:

It is mandatory if a student take courses that don't belong to the diploma HUGO that they must follow the rules/norms like the rest of the Comillas students.

In the case of these courses, the exam period will be from April 28th to May 21th and we can't move the exams.

Propuesta de asignaturas para cursar	
<div><div> [0000757] Psicología Social [6,0 Créd.] ▶ Profesor: Gismero González, María Elena</div><div><div>▶ PSICO&CRIMI</div><div>2º PSICO&CRIMI</div></div><div>Curso: 2 ▶ 2ºA [Ps_Cr 14] ▶ Sep 2 2024 - Jan 12 2025 ▶  - X: 08:30 - 10:20 - J: 10:30 - 12:30 - V: 10:30 - 12:30</div></div>	<div>   </div>
<div><div> [0000006178] Comunicación estratégica: persuasión vs. información - Strategic Commu [3,0 Créd.] ▶ Profesor: Rodríguez Andrés, Roberto</div><div><div>▶ RRII+G.Com</div><div>1º RRII+G.Com (Grupo 2)</div></div><div>Curso: 1 ▶ 1º [KTB,KR0] ▶ Sep 2 2024 - Jan 12 2025 ▶  - M: 08:30 - 10:20</div></div>	<div>   </div>

NUMBER OF ECTS YOU CAN TAKE:

The application will allow you to select a **maximum of 36 ECTS or 6 courses** (remember that if you have taken the Spanish test we will add “Spanish as a foreign language” at your selection of courses too) and **you can add 4 courses on the waiting list**.

If your university has instructed you to do 30 ECTS, I recommend you to select 36 ECTS, as you will have from **January 9th to January 24th** to modify your selection. During the first few days of class there are always schedule changes that can affect your course selection.

Incoming students usually take between 24 ECTS and 30 ECTS with a maximum of 36 ECTS in some cases (we do not recommend overloading).

We do not have a minimum requirement. You are free to choose the number of ECTS. The only limit is set by your home university, which will determine the number of ECTS you need to complete here.

A semester long class of 6 ECTS = 4 contact hours per week

A semester long class of 3ECTS = 2 contact hours per week

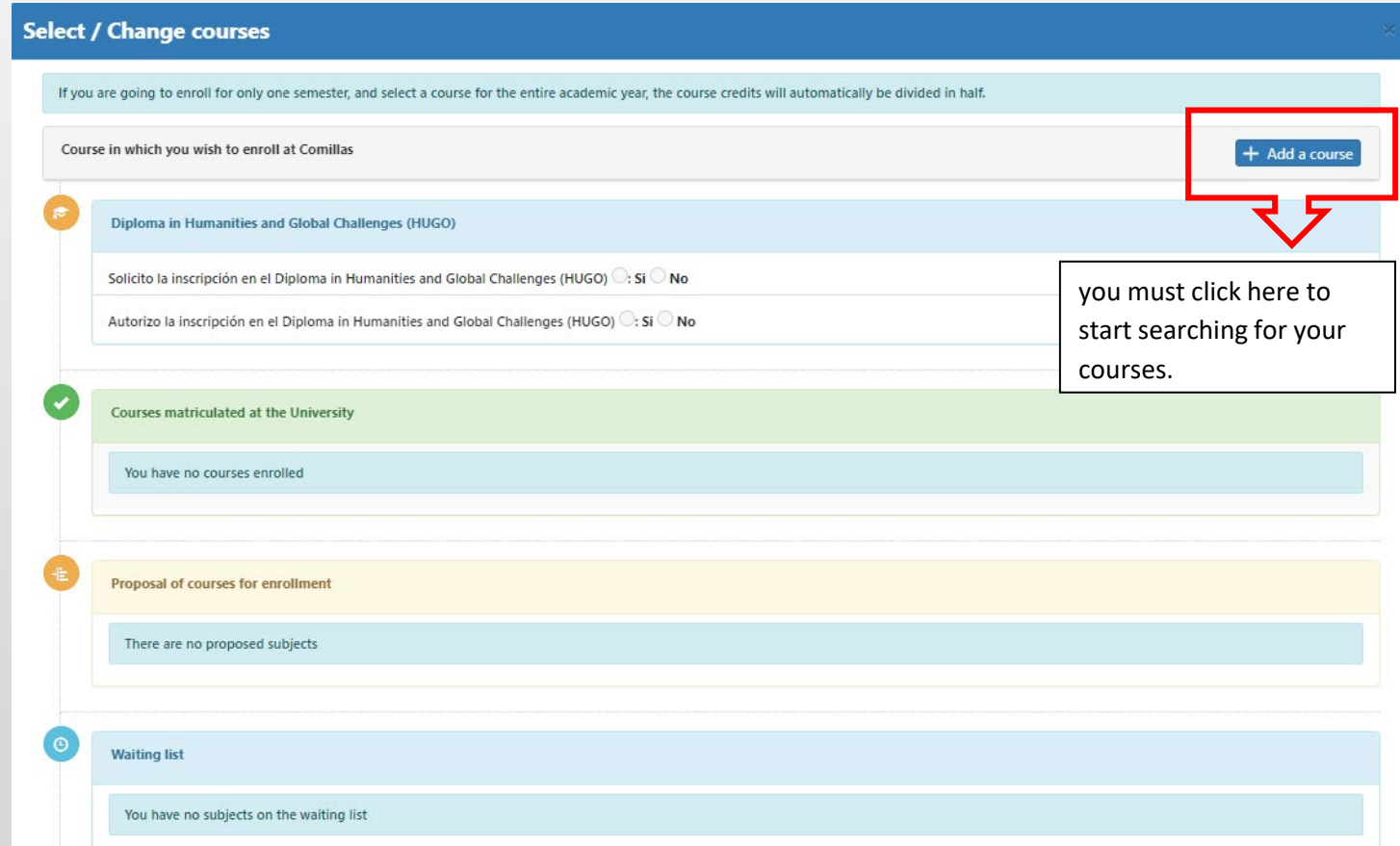
A semester long class of 4,5 ECTS = 3 contact hours per week

PRE-REGISTRATION

This preliminary course selection may be modified at any time during the add/dropp period, (two weeks after classes start)

Deadline period for add and drop courses January 24th.

- **Courses matriculated-** Once the add and drop period finish you will be officially matriculated.
- **Proposal of courses-** Courses remain here until they are approved by the Comillas coordinator.
- **Waiting list** - Once the add and drop period ends no courses should be listed in this section. You must delete them if the Comillas coordinator has not approved them.



Select / Change courses

If you are going to enroll for only one semester, and select a course for the entire academic year, the course credits will automatically be divided in half.

Course in which you wish to enroll at Comillas

+ Add a course

Diploma in Humanities and Global Challenges (HUGO)

Solicito la inscripción en el Diploma in Humanities and Global Challenges (HUGO) ☐ Si ☐ No

Autorizo la inscripción en el Diploma in Humanities and Global Challenges (HUGO) ☐ Si ☐ No

Courses matriculated at the University

You have no courses enrolled

Proposal of courses for enrollment

There are no proposed subjects

Waiting list

You have no subjects on the waiting list

you must click here to start searching for your courses.






















HOW TO FIND A COURSE AND ADD IT TO YOUR PROPOSAL OF COURSES

- You only need to enter one word to find the course, you don't need to enter the full name (e.g.: comunica)

Búsqueda de asignaturas

BuscarBuscar en toda la oferta

Resultado de la búsqueda

 [0000009238] Comunicación académica [2,0 Créd.] ▶ Profesor: Torres Lucas, Jorge ▶ EPRIM&EINF ▶ [DH5] EDUCACIÓN Primaria ▶ Sep 2 2024 - Jan 12 2025 ▶  - M: 15:30 - 17:20 // - Tue: 15:30 - 17:20 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario ^{1º} EPRIM&EINF Torres Lucas, Jorge	
 [0000009238] Comunicación académica [2,0 Créd.] ▶ Profesor: Torres Lucas, Jorge ▶ CAFYDE&PRIM ▶ [DH5] EDUCACIÓN CAFYDE ▶ Sep 2 2024 - Jan 12 2025 ▶  - M: 12:40 - 14:30 // - Tue: 12:40 - 14:30 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario ^{1º} CAFYDE&PRIM Torres Lucas, Jorge	
 [0000009238] Comunicación académica [2,0 Créd.] ▶ Profesor: Torres Lucas, Jorge ▶ EINF&EPRIM ▶ [DH5] EDUCACIÓN Infantil ▶ Sep 2 2024 - Jan 12 2025 ▶  - M: 10:30 - 12:30 // - Tue: 10:30 - 12:30 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario ^{1º} EINF&EPRIM Torres Lucas, Jorge	
 [0000009166] Comunicación corporativa - Corporate Communication [6,0 Créd.] ▶ Profesor: Ferruz González, Sonia Aránzazu ▶ TICOM ▶ 5º [KTBI] ▶ Sep 2 2024 - Jan 12 2025 ▶  - J: 10:40 - 12:30 - V: 10:40 - 12:30 // - Thu: 10:40 - 12:30 - Fri: 10:40 - 12:30 Plazas / Alumnos: 10 / 10 (0) [0]	Ver horario ^{5º} TICOM Ferruz González, Sonia Aránzazu	
 [0000010650] Comunicación de Crisis - Crisis Communication [3,0 Créd.] ▶ Profesor: Romero González Llanos, Manuel ▶ TICOM ▶ 5ºA [KTBI] ▶ Sep 2 2024 - Jan 12 2025 ▶  - M: 08:30 - 10:20 // - Tue: 08:30 - 10:20 Plazas / Alumnos: 10 / 10 (0) [0]	Ver horario ^{5º} TICOM Romero González Llanos, Manuel	
 [0000010650] Comunicación de Crisis - Crisis Communication [3,0 Créd.] ▶ Profesor: Romero González Llanos, Manuel ▶ RRII+G.Comm ▶ 5ºA [KTBI] ▶ Sep 2 2024 - Jan 12 2025 ▶  - J: 12:30 - 14:30 // - Thu: 12:30 - 14:30 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario ^{5º} RRII+G.Comm Romero González Llanos, Manuel	
 [0000006178] Comunicación estratégica: persuasión vs. información - Strategic Communication: Persuasion vs. Information [3,0 Créd.] ▶ Profesor: Rodríguez Andrés, Roberto ▶ RRII+G.Com ▶ 1º [KTBI,KRD] ▶ Sep 2 2024 - Jan 12 2025 ▶  - M: 08:30 - 10:20 // - Tue: 08:30 - 10:20 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario ^{1º} RRII+G.Com (Grupo 2) Rodríguez Andrés, Roberto	

HOW TO UNDERSTAND THE INFORMATION THAT APPEARS NEXT TO A COURSE

Pay attention to the bachelor's degree of the courses belong to. The same course can be taught in different degrees (single or Double degrees) with different schedules

Second semester courses – Jan - May
Annual courses – Sep - Jun

Aula = Room



You can check in real time the timetable and the room as they are subject to changes during the first days of class.

Búsqueda de asignaturas

comunicación de crisis

Buscar Buscar en toda la oferta

Resultado de la búsqueda

 [0000010650] Comunicación de Crisis - Crisis Communication [3,0 Créd.] ▶ Profesor: Romero González Llanos, Manuel ▶ Aula: A203	Ver horario5º TICOM Romero González Llanos, Manuel
▶ TICOM ▶ 5ºA [KT5] ▶ Sep 2 2024 - Jan 12 2025 ▶ - M: 08:30 - 10:20 // - Tue: 08:30 - 10:20	
Plazas / Alumnos: 10 / 10 (0) [0]	
 [0000010650] Comunicación de Crisis - Crisis Communication [3,0 Créd.] ▶ Profesor: Romero González Llanos, Manuel ▶ Aula: B114	Ver horario5º RRII+G.Comm Romero González Llanos, Manuel
▶ RRII+G.Comm ▶ 5ºA [KT5] ▶ Sep 2 2024 - Jan 12 2025 ▶ - J: 12:30 - 14:30 // - Thu: 12:30 - 14:30	
Plazas / Alumnos: 5 / 5 (0) [0]	

Days of the week timetable

L – Lunes=Monday
M – Martes= Tuesday
X – Miércoles = Wednesday
J – Jueves = Thursday
V – Viernes = Friday

If you click in the code you can get the syllabus. (note that some of the syllabus are being updated for next year, and you may not be able to find this information on line

If you click on this icon the course will be added to your schedule, and you will have a seat reserved for you in that particular class. A maximum of 36 ECTS can be selected at a time. If you want to include an additional class, you will need to drop one of your selected courses first.

You can see a tentative schedule of your classes. It is important that you check with the updated timetable the classroom and whether or not there are modifications.

2

Selección de asignaturas
Desde 27/11/2023 08:00 hasta 15/12/2023 23:30

Seleccionar / Modificar asignaturas

Descargar/Imprimir documento de la Fase II

Ver horario

Click on this Button

Horario					
Exportar a pdf					
Semestre 1					
Olga Jiménez - 2024 / 2025 - Semestre 1					
	Lunes	Martes	Miércoles	Jueves	Viernes
8:00					
9:00	Problem of God 08:30 - 10:20 Medina, Marta	Comunicación de Crisis - Crisis Communication 08:30 - 10:20 Romero González Llanos, Manuel		Problem of God 08:30 - 10:20 Medina, Marta	
10:00					
11:00	Mind and Artificial Intelligence 10:40 - 12:30 Pérez, Meritxel	Politics and Society in the Middle East 10:40 - 12:30 James Trapero, Ariel	Mind and Artificial Intelligence 10:40 - 12:30 Pérez, Meritxel		
12:00					
13:00	Politics and Society in the Middle East 12:40 - 14:30 James Trapero, Ariel				
14:00					
15:00					

To see the timetables

<https://horarios.comillas.edu/FCHE2/Horarios/>

To see the timetables

<https://horarios.comillas.edu/FCHS2/Horarios/>

https://tv.comillas.edu/media/How+to+check+the+timetables+/1_q60at1vw

How to check the timetables- Video in English **Explanation of how to view the timetables of each course as they undergo changes during the first two weeks of class.**

https://tv.comillas.edu/media/Como++revisar+y+confirmar+los+horarios+de+las+asignatuars/1_isni57ef

Como revisar y confirmar los horarios de las asignaturas- video en Español

Explicación de como ver los horarios de cada asignatura ya que sufren cambios durante las dos primeras semanas de clase.

Bienvenido/a a tv.comillas.edu

Por favor, selecciona el método de autenticación a continuación:

Cuenta de usuario de la Universidad

Cuenta de tv.comillas.edu

You must use your Comillas username and password

Debes utilizar el usuario y contraseña de Comillas

WHAT HAPPENS IF THE COURSE IS FULL


- If a course is full, it will appear in red and crossed out. If you really need to take the course, you can add it to the **waiting list by clicking on the Notepad Icon**.
- You can only have up to 4 courses in your waiting list.
- You should remove a course in the Waiting List box if you are no longer interested in taking the class as soon as possible.


Búsqueda de asignaturas

teoría y práctica Cogn

BuscarBuscar en toda la oferta



Resultado de la búsqueda

 [0000000223] Teoría y Práctica Cognitivo-Conductual [6,0 Créd.] ▶ Profesor: Espinar Fellmann, Isabel

 ▶ ~~PSICO&CRIMI~~ ▶ ~~2ºA [Ps_Cr 14]~~ ▶ ~~Jan 15 2024 - May 23 2024~~ ▶ ~~X: 00:30 - 10:20 - J: 10:30 - 12:30 // - Wed: 00:30 - 10:20 - Thu: 10:30 - 12:30~~

Plazas / Alumnos: 5 / 5 (0) [0]

~~Ver horario 2ºPSICO&CRIMI~~
~~Espinar Fellmann, Isabel~~





WHAT HAPPENS IF YOU HAVE A COURSE IN YOUR WAITING LIST

- We will contact you by email from December 20th to January 24th to let you know which course on your waiting list has space available. This course can be included in your list of proposed courses as long as you have no more than 36 credits.
- In case you have more than 36 credits in your list of proposed courses we will send you an email to let us know which course you want to remove from the proposed ones and we will give you 24 hours to respond.
- If you do not respond, we will move on to the next student on the waiting list. We have limited number of spots for each of the courses.
- It is important that the student replies to the messages so that we can be agile in providing you with a service.

PHASE 3

“Change contacts details in Spain”. Then, a pop-up window will appear where you should indicate:

- Address in Madrid
- Postal Code
- City
- Contact Phone Number

Once the data is submitted, click on the save button.

The screenshot shows a web interface for Phase 3, titled "Datos de contacto en España y datos del Seguro Médico" with a subtitle "Desde 18/02/2024 17:08 hasta 13/09/2024 23:00". The interface includes a list of actions: "Modificar datos de contacto en España" (with a blue pencil icon), "Modificar datos del seguro médico" (with a red pencil icon), and "Documento del Seguro Médico" (with download and upload icons). Below this is a "Notificaciones" section with a message: "No hay notificaciones para esta fase." At the bottom is a "Documentos" section with an upload icon and another message: "No hay notificaciones para esta fase." A red arrow points from the text "pop-up window" to the "Modificar datos de contacto en España" button.

PHASE 3

“Modify health insurance data”

- Health Insurance Company
- Policy or Client Reference
- Phone

In the case of the European students, if you have the European Health Card, you can use this as your insurance company. The number on your card will be the reference number. Once the data is submitted, click on the save button.

“You must upload a copy of your Health insurance document”

Once the data is submitted, click on the save button.

3 Datos de contacto en España y datos del Seguro Médico
Desde 18/02/2024 17:08 hasta 13/09/2024 23:00

Modificar datos de contacto en España

Modificar datos del seguro médico

Documento del Seguro Médico

Notificaciones

No hay notificaciones para esta fase.

Documentos

No hay notificaciones para esta fase.



HOW TO COMPLETE THE OFFICIAL REGISTRATION

When you arrive at Comillas we will tell you how to make the final registration of your courses.